## SC SUNS Tech Note SC3 – Mandatory Batch Performance Improvement Procedure

The procedures in this tech note **MUST** be done in every district before any more SIF Student Locator batches are initiated, in order to greatly improve performance of the SIF student location solution.

1. Open the Student Locator Console from the Start menu
   (Start --> Edustructures --> Student Locator --> Student Locator Console)

2. A small icon 🔲 is added to the "System Tray" at the lower right of your Windows desktop.

3. Click the icon in the System Tray.
   You see a message asking if you want to connect the console to the agent running "On this computer" or "On a remote computer", with the button for "On this computer" selected.

4. Leave the "On this computer" button selected and click Connect.
   You see the Student Locator Agent console. Note the version number (probably 1.0.3.1) at the top of the window.

5. From the Help menu, select "Software Updates…"

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Help
    Software Updates...
    About...
```
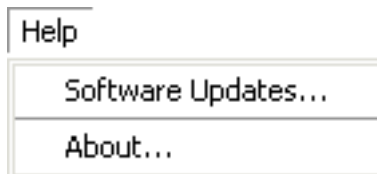
   Most likely you see a message indicating that a new version is available (probably 1.0.3.2 or later); if you have previously updated this agent then no new version will be available for you and you can go on. All districts must make sure they have the latest version of this agent.

6. Install the new version according to the instructions on screen.

7. When the update has finished, stop and restart the Locator agent according to the following steps:

   a) From the File menu, select "Shutdown Agent"
   b) When asked "Are you sure you want to stop the agent" click OK.
   c) After the window closes, in the system tray at lower right, right-click the icon and select Exit Console.

d) Open the Services applet
(Control Panel-->Administrative Tools-->Services)
e) Find the service named "SIF Student Locator"
f) If the service is still running, stop it
g) Start the "SIF Student Locator" service
h) Close the Services applet
i) Open the Student Locator Console as you did earlier in this procedure
j) The version number at the top of the window should now be different from what you noted before beginning the update procedure

8. With the Student Locator Agent updated, you are ready to make changes to the SASI Agent configuration now.

9. Take the SASI Agent into standalone mode by doing the following substeps:

   a) Open Services (Control Panel-->Administrative Tools-->Services)
   b) Find the service named "Edustructures SASIxp SIF Agent"
   c) Stop the service named "Edustructures SASIxp SIF Agent" but **DO NOT** stop the "Edustructures SASIxp SIF Agent Database" service; you should leave that database service running
   d) From the Start menu, select All Programs, then Edustructures, then SASI, then "SASI SIF Agent (Standalone)"
   The SIF Agent starts up and shortly an icon will appear in the tray in the lower right corner
   e) Click the icon in the tray to bring up the SASI SIF Agent console

10. In the SASI Agent console, from the Tools menu, select the Advanced sub-menu and then select "Prepare Enrollment Data…"
    A window appears that looks like the following.
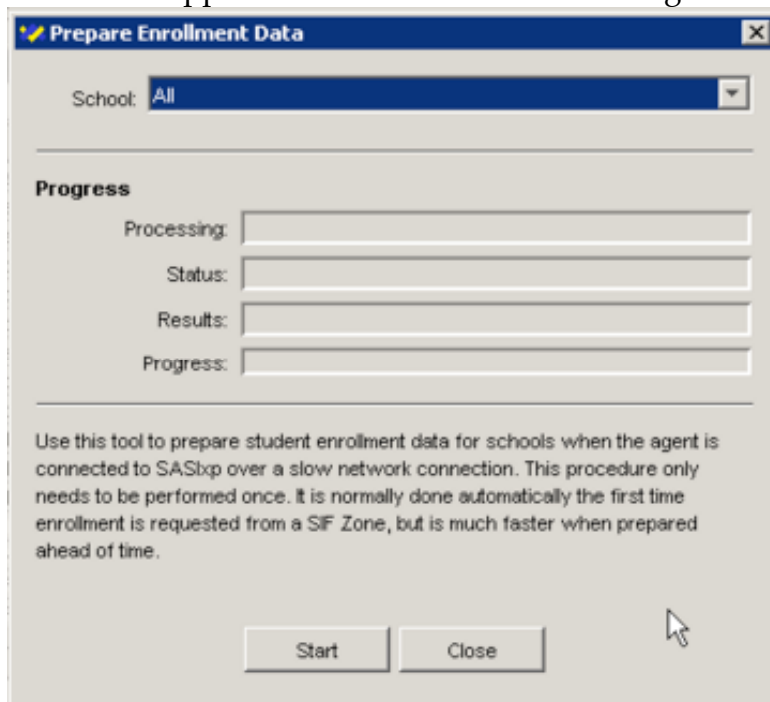
11. Click the Start button.
    The process of preparing SIF enrollment data begins. This may take between 20 minutes and a few hours for most districts, several hours for the largest.

    If this process does not complete for all schools by the next morning, contact DTS for a review of progress.

12. When all of your schools have prepared enrollment data, select "Exit and Shutdown Agent" from the File menu.
    The Console will close and the icon will be removed from the tray.

13. Open the Services applet (Control Panel-->Administrative Tools-->Services)

14. Start the "Edustructures SASIxp SIF Agent" service

Now move on to the "Batch Mode" as documented in the "SUNS District User Guide".